

Acrobat Quick Tips

Welcome to Adobe Acrobat DC. Use these tips to quickly edit, export, comment on, or fill and sign a PDF.



Edit PDF

Edit text and images within a PDF.

1. Open a PDF in Acrobat and choose **Tools > Edit PDF**.
2. Click the text or image you want to edit.
3. To edit text, type in the box or use options in the **Format** section.
4. To add, replace, move or resize images, use options in the **Objects** section.



Export PDF

Convert a PDF to a Microsoft Word, Excel or PowerPoint file.

1. Open a PDF in Acrobat and choose **Tools > Export PDF**.
2. Select the desired file format and click **Export**.
3. In the Export dialogue box, select where you want to save the file and click **Save**.



Comment

Add a comment with a sticky note.

1. Open a PDF in Acrobat and choose **Tools > Comment**.
2. Select the **Sticky Note** tool in the Comment toolbar at the top of the page and click where you want to place the note.
3. Type text in the pop-up note. If you close an open pop-up note, your text remains.



Fill & Sign

Fill and sign forms or get them signed by others.

1. Open a PDF in Acrobat and choose **Tools > Fill & Sign**.
2. Click the **Fill and sign** button to complete the form yourself.
3. Use the **Add Text** tool and other options in the top toolbar to fill in fields.
4. Use the **Sign** tool to add your signature or initials to the form.
5. Click **Next** to send a link to your form by email or ask others to sign it.

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